Quick Reference Guide:

# *Average Daily Attendance (ADA) Collection*

This guide will help districts enter Average Daily Attendance (ADA) information and absent counts for students enrolled in the 16-17 school year.

Topics included in this Quick Reference Guide include:

- *Identifying Students*
- *Calculating Number of Days Enrolled and Number of Days Present*
- *District Edition or Value Added Users ONLY - End of Year ADA Process*
- *Uploading/Entering Data Process*
- *Verifying Data Entry*
- *Re-syncing State Data*

Average Daily Attendance (ADA) information is required for all students enrolled with Service Types of *P: Primary* or *S: Partial* at any time during the 16-17 school year. For each student, districts must calculate the number of days enrolled and the number of days present and enter the data in AIM. Information may be directly entered into the student's enrollment record or uploaded using the ADA file upload format.
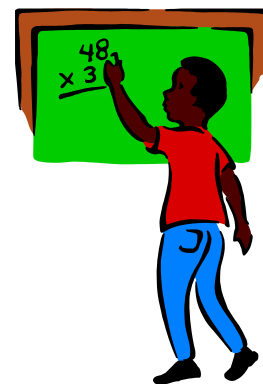
ADA information should be entered as part of the district's end of year process and is **due by June 30, 2017.**

Before beginning this process, there are a few considerations:

1. **Which students must I enter data for?**
   - Enter ADA information into each enrollment for students enrolled at any time during the 2016-17 school year with a 'P' or 'S' Service Type. *page 3*

2. **What days count as "Days Enrolled" and "Days Present"?**
   - *Days Enrolled* are student instruction days, including shortened days. Do not count PIR days or weekends. *Days Present* are days a student is present for instruction in a district. This includes field trips, student activities and in-school suspension. This does not include excused or unexcused absences or out of school suspension. *page 3*

3. **Can this data be uploaded?**
   - Yes, districts may export a file from their Student Information System (SIS), use the Excel template to create a file, or use an export from Infinite Campus. *pages 7-10*

4. **Can this data be calculated within Infinite Campus?**
   - Yes. Districts that use District Edition or Montana Edition Value Added for their SIS may use the End of Year ADA Tool to calculate and enter *Days Enrolled* & *Days Present*. *page 5*

5. **How can I verify the ADA data is complete in AIM?**
   - Use State Published Ad Hoc Reports to verify ADA data. *page 11*

6. **Should I re-sync my data?**
   - Yes. As the final step, it is good practice to re-sync your data to the state. *page 12*

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IDENTIFYING STUDENTS

Any student with an enrollment in the 2016-17 year whose Service Type is *P: Primary* or *S: Partial*, regardless of the length of enrollment, must have an entry for *ADA - Days Enrolled* and *ADA - Days Present.*

Students with a Service Type of N: Special Ed Services, including all PK students, do not need ADA data entered.

MULTIPLE ENROLLMENTS

Students with multiple enrollments in the 2016-17 year must have an entry for *ADA - Days Enrolled* and *ADA - Days Present* in each enrollment record, regardless of length of enrollment.

For example, a student who enrolled the first day of school, transferred mid-year, and returned to re-enroll by the end of the year will have 2 enrollment records. Both records must have ADA information

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CALCULATING # DAYS ENROLLED AND # DAYS PRESENT

ADA – #Days Enrolled is the number of student instructional days between the student's start and end date, excluding PIR days and weekends.

ADA - #Days Present is the number of days the student was present for instruction within the period of enrollment. <u>Do include</u> days for school-related absences (field trips, student activities, etc.) and in-school suspension. <u>Do not include</u> excused or unexcused absences or days suspended (out of school). *ADA - Days Present* is calculated to two decimal places, in order to account for partial day absences.

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OPTION 1: Infinite Campus MT End of Year ADA Calculation Process – For District Edition or MT Value Added Users Only

Districts who use the District Edition or MT Edition Value Added editions of Infinite Campus for their Student Information System (SIS) should run the End of Year ADA tool in Infinite Campus to calculate the Days Enrolled and Days Present in each enrollment. This tool is used instead of the Upload Process described later in this guide.

Before running this End of Year process:
1) The ADA tool cannot be used until after the last instructional day of the selected calendar.
2) Every student enrollment should have an End Date entered.
3) Standard Day and Student Day minutes fields should be entered for the calendar or the calculated ADA will differ slightly from the ADM and ADA Detail Report in Infinite Campus.

Under *Index*, *expand* **MT State Reporting** and *select* **MT End of Year ADA**. *Check* the **# Days Enrolled** and **# Days Present** boxes.

Click **Run Test** to create a test report in PDF format. After reviewing the test results, click **Generate**.

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The tool will calculate the information and enter it into the ADA- # Days Present and ADA- # Days Enrolled fields in the student's enrollment. The tool may be run more than once, but each subsequent calculation will override previous calculations.

The Results Report lists the number of records updated in AIM.

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The error report lists all missing data or incorrect formats. The report lists the error and each student enrollment with that error. Resolve each error in the enrollment records.

Errors/Warnings

Error 3: The following students have an enrollment in the selected calendar/schedule structure but are not scheduled into any classes/instructional periods. NO attendance calculations will be completed for these students..

State ID	Last Name	First Name	Service Type	Calendar Name
		David	Primary	13-14 Butte High School
		Aladar	Primary	13-14 Butte High School
		Jon	Primary	13-14 Butte High School
		Makayla	Primary	13-14 Butte High School
		James	Primary	13-14 Butte High School
		Shaelynn	Primary	13-14 Butte High School
		Robert	Primary	13-14 Butte High School
		Tyler	Primary	13-14 Butte High School
		Tyler	Primary	13-14 Butte High School

OPTION 2: Uploading Ada Data - For Montana Edition Users Only
ADA information may be uploaded by using one of three methods: 1. Using a file created from the district's Student Information System (SIS); 2. Using the ADA Excel Template; or 3. Using an extract from Infinite Campus. (**NOTE:** Follow the guidelines specific to your SIS; there may be a specific order in which tasks must be completed.)

*ADA data for 2016-17 may be uploaded through **June 30, 2017**.*

Upload Method 1: Using SIS Extract File
Districts may create an extract from the district's Student Information System, if available. Follow instructions from your vendor to create an upload file in the *.tsv or *.txt format. (NOTE: Districts should enter the student End Date/End Status for the 2016-17 year prior to uploading ADA information.)

Uploading the file:

From the **Index**
Expand **MT State Reporting/
  MT Data Upload**.

For **Import Type,**
Select *Average Daily Attendance*.

Under **Work to Perform**,
Select *Validate and Test*.

Browse for the *.tsv or *.txt file.

Click ***Upload***.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 2 options:
1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

Import Options

Import Type	Average Daily Attendance ▼
Work to Perform	Validate and Test File ▼
File	Browse… No file selected. Upload
	Submit to Batch
	Or
Result File	04/06/2015 09:31:46 (COMPLETE) ▼ Load

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Check the **Import Results Summary** for *Errors* and *Warnings*. The *Errors* must be corrected before uploading. The *Warnings* are messages about potential issues with uploading students – please check these thoroughly before completing the upload.

When all *Errors* have been cleared and *Warnings* checked, change the **Work to Perform** to *Load Partial File*. The **Import Type** should be *Average Daily Attendance.* Browse for the file and click ***Upload***.

```
Results:
      File Name: AA_0280_04252012.tsv
      Processing Started Time: Wed Apr 25 12:04:25 CDT 2012.
      Processing Finished Time: Wed Apr 25 12:04:26 CDT 2012.
      Total Time To Process File: 0.281 seconds.

      0 Records Inserted.
      0 Records Changed.
      0 Records Deleted.
      0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
Line Number  Error Message  Content
No Errors


Warning Detail:
Line Number  Warning Message  Content
No Warnings
```

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Upload Method 2: Using ADA Excel Template

The Average Daily Attendance (ADA) Template is available on the AIM File Upload Templates webpage. Here is a link to that page: AIM File Upload Templates

From the AIM Webpage - http://opi.mt.gov/Reports&Data/AIM/ - navigate to **AIM File Upload Templates** click on and save the **Average Daily Attendance Template** to your computer.

Open the **ADA Template**. Enter the required information (shown in red) for each student.

Format columns to zero pad as necessary. When using a CSV file, **leading zeroes** needed to enable the file to upload are dropped, so the zeroes must be added back in ("zero padding"). Affected fields are: District Number (requires 4 digits), School Number (requires 4 digits), Start Status (2 digits), Dropout Reason (2 digits), Grade Level (2 digits), Diploma Type (2 digits) and Diploma Period (2 digits).

For instructions on fixing leading zeroes, see the NOTE on the next page.

Delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and type in the header row (HD *tab* date (mm/dd/yyyy) *tab* time (00:00:00) *tab* MT9.1) followed by the Enter key, then delete the extra line. Save the file.

Follow the instructions to upload the file (see Method 1 above).

	A	B	C	D	E	F	G	H	I	J	K	L
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - enter the Header Row into the text file.											
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field
3	Record Type (AA)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Service Type (P,S,N)	Start Date (MM/DD/YYYY)	Start Status	End D
4	AA	867	1626	1	148362649	11090			0	N	F	2
5	AA	867	1626	1	496390060	11172			0	N	F	2
6	AA	867	1626	1	141106100	11174			0	N	F	2
7	AA	867	1626	1	376513908	11220			0	N	F	2

AF_0867_10132015.tsv - Notepad

File Edit Format View Help

```
HD      10/13/2015      10:42:54        MT9.1
AA      0867    1626    1       148362649       11090   Bi
AA      0867    1626    1       496390060       11172   Wh
AA      0867    1626    1       141106100       11174   Bi
AA      0867    1626    1       376513908       11220   Wa
AA      0867    1626    1       413600100       11262   Hc
AA      0867    1626    1       841106218       11282   Yc
AA      0867    1626    1       561210424       11288   Fi
AA      0867    1626    1       540090201       11300   Be
```

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Upload Method 3: Using ADA File Extract from Infinite Campus

From the **Index,** expand **MT State Reporting, MT Extracts.**

Choose **Extract Type** *Average Daily Attendance* and **Format** *CSV*. Choose at least one Calendar from the list on the right.

Click **Generate Extract**.

Open the Extract in Excel. Enter *the # Days Present* and *# Days Enrolled* for each student.

RecordTyp	Date	Time	Version								
HD	42153	13:10:36	MT9.1								
RecordTyp	DistrictNu	SchoolNur	CalendarN	StateID	LocalID	LastName	FirstName	ServiceTyp	StartDate	StartStatu	EndDate	EndStatus	DropOutR
AA	0216	33	1	7E+08	321654	Baggins	Bilbo	P	8/25/2014	04			01
AA	0216	33	1	1E+08	123456	Gamgee	Sam	P	8/25/2014	02			02
AA	0216	33	1	8E+08	987654	Baggins	Frodo	P	8/27/2014	04			03

NOTE: Zero padding will be required in these fields in Excel prior to saving: District Number, School Number, Start Status, Dropout Reason, Grade Level, Diploma Type and Diploma Period: >Highlight the desired Column >Right Click for Menu >Select Format >Select Custom >In the Type Box: Replace **General** with **#0000** for 4 digits zero padding and **#00** for 2 digit zero padding >Click OK.

Delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and type in the header row (HD *tab* date (mm/dd/yyyy) *tab* time (00:00:00) *tab* MT9.1) followed by the Enter key, then delete the extra line. Save the file.

Follow the instructions for Upload Method 1 above to upload the file.

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DATA VERIFICATION

Use State Published Ad Hoc filters to verify that data has been entered for *ADA* for all students enrolled in the 2016-17 school year.

From the **Index,** expand **Ad Hoc Reporting**. Select *Filter Designer*.

Expand the **State Published** group and select one of the following filters:

student ADA – 2016-17 Days Present > Days Days Enrolled

student ADA-2016-17 Missing Days Present or Days Enrolled.

Tip: there is a description box in the upper right hand corner providing details on the selected report/filter.

Click *Test*.

Page 3 shows where you can enter the ADA data for individual students to correct missing data.
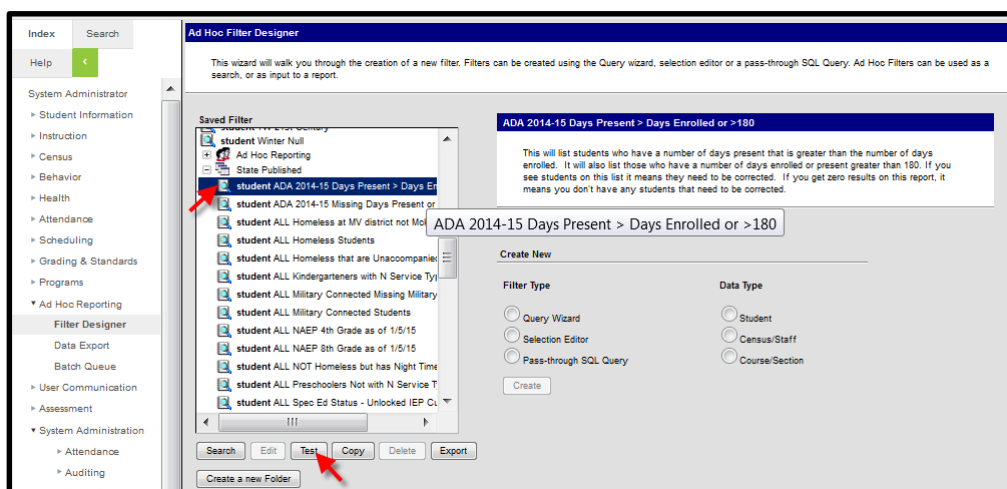
> **Note:** Results can also be exported to a variety of formats for printing or sorting. Refer to pages 6-7 of the Ad Hoc Reporting Guide for further instructions.

It is important to note that Ad Hoc reporting results are determined by the *Year*, *School*, and/or *Calendar* selected. Reports do not have to be re-created for each calendar year – simply select the *Year* and *School* you wish to view data for.

RE-SYNC STATE DATA

After entering ADA data, you must re-sync data.

Set the **Year** to *16-17*.

From the **Index**, expand **System Administration** and **Data Utilities**. Select *Resync State Data*.

Check the box for **Enrollment** (other fields will automatically check).

Scroll to bottom of page.

Click *Send Resync*.

The green radio buttons indicate a successful resync of data.

Contact the OPI AIM Helpdesk at 1-877-424-6681 or opiaimhelp@mt.gov for assistance.

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